

***Indiana Department of Workforce
Development
Oversight Division***

***Monitoring Guide
Part II
Operational***

***INDIANA AMERICORPS
PROGRAMS***

SUBGRANTEE: _____

LOCATION: _____

GRANT#: _____

DATE(S): _____

MONITOR(S): _____

Indiana AmeriCorps programs are monitored in accordance with the AmeriCorps Provisions, OMB Circulars A-110 and A-122, and ICCSV policies.

A. Member Documentation

Do member files contain the following:

1. Evidence of eligibility (e.g., age, citizenship, education level)? YES____ NO____
2. Member enrollment forms? YES____ NO____
3. Documentation for health and child care (where applicable)? YES____ NO____
4. Criminal checks for members serving children and other vulnerable groups? YES____ NO____
5. End of term of service form? YES____ NO____
6. Signed member contracts? YES____ NO____
7. Member written agreement to complete high school diploma/GED (where applicable)? YES____ NO____
8. Member performance evaluation (mid-term and end of service)? YES____ NO____
9. Position description? YES____ NO____
10. Change of status/early release forms including documentation for early termination (compelling reason)? YES____ NO____
11. Certification of eligibility to receive post-service educational award? YES____ NO____

COMMENTS:

B. Benefits and Coverage

Does the program have documentation showing:

1. Childcare made available to eligible members? YES____ NO____
2. FICA coverage for members? YES____ NO____
3. Family and medical leave coverage for members? YES____ NO____

- | | | |
|----|--|--------------|
| 4. | Grievance procedures? | YES___ NO___ |
| 5. | Health care coverage for eligible members? | YES___ NO___ |
| 6. | Liability insurance? | YES___ NO___ |
| 7. | Workers Compensation coverage for members? | YES___ NO___ |

COMMENTS:

C. Time and Attendance Records

- | | | |
|----|--|--------------|
| 1. | Are time and attendance records signed by the member and supervisor or oversight official? | YES___ NO___ |
| 2. | Do time and attendance records indicate time spent on various activities? | YES___ NO___ |
| 3. | Do time and attendance records track total program training hours and stay within the 20% cap? | YES___ NO___ |
| 4. | Are living allowances distributed in regular increments (e.g., weekly, bi-weekly)? | YES___ NO___ |

COMMENTS:

D. Policies and Procedures

Does the program:

- | | | |
|----|---|--------------|
| 1. | Have a local recruitment plan that encourages diversity? | YES___ NO___ |
| 2. | Provide reasonable accommodation? | YES___ NO___ |
| 3. | Support members in getting GED and in post-service educational transition? | YES___ NO___ |
| 4. | Encourage (not require) members to vote and allow members time to vote with no penalty? | YES___ NO___ |

5. Allow members to serve on jury duty and in Armed Forces with no penalty? YES____ NO____
6. Provide members with appropriate supervision? YES____ NO____
7. Promptly notify changes to child and health care providers? YES____ NO____
8. Report serious injuries to the State Commission and/or national office? YES____ NO____
9. Apply service release and resumption policies appropriately? YES____ NO____
10. Comply with the Drug-Free Workplace Act? YES____ NO____
11. Ensure that it does not supplant or duplicate services or displace employees? YES____ NO____
12. Have policies to ensure that members do not engage in prohibited activities? YES____ NO____
13. Obtain written approval from State Commission or National office when required? YES____ NO____
14. Institute appropriate liability coverage and safety precaution for members? YES____ NO____
15. Track progress toward achievement of program objectives? YES____ NO____
16. Demonstrate that it is on-track in meeting objective? YES____ NO____
17. Use AmeriCorps logo and participate in AmeriCorps events? YES____ NO____
18. Provide member orientation that enhances member security and sensitivity to the community and covers their risks and responsibilities? YES____ NO____
19. Provide pre-service and on-going training that ensures that members are adequately skilled to perform their service? YES____ NO____

COMMENTS:

